













Calendar Year 2002—Accounting and Budget Dates of Interest

January 	14	First day of the 2002 Legislative Session
	16	December Fiscal Month Accounting Close (regular accounting close)
	29	Agency Quarterly Variance Report explanations due to OFM
	31	Performance Measure actuals for quarter ending December 31, 2001 to be entered into PMTES by agencies
February 	15	January Fiscal Month Accounting Close (regular accounting close)
	19	February General Fund-State Revenue Forecast
	20	Caseload Forecast Council Meeting
March 	14	Last day of Regular 2002 Legislative Session
	15	February Fiscal Month Accounting Close (regular accounting close)
April 	12	March Fiscal Month Accounting Close (regular accounting close)
	Late	OFM 2003-05 Budget Instructions, Part 2
	Mid	OFM letter to agencies calling for Program Structure Change requests
	Late	Agency Quarterly Variance Report explanations due to OFM
	30	Performance Measure actuals for quarter ending March 31, 2002 to be entered into PMTES by agencies
May 	1	Budget JumpStart Information due from agencies
	14	April Fiscal Month Accounting Close (regular accounting close)
	14	Requests to move savings between years
	17	Due date for narrative description updates of the Agency Activity Inventory from agencies
	22	Preview of Departmental Request Legislation
	24	Supplemental Allotment Packets due to OFM
	24	Due date for agency submittal of Program Structure Change requests
	31	Due date for updated Agency Activity Inventory for 2001-03, including 2002 supplemental from agencies
June 	1	Second year allotments due to OFM
	14	May Fiscal Month Accounting Close (regular accounting close)
	14	Requests to move savings between years
	18	June General Fund-State Revenue Forecast
	26	Caseload Forecast Council Meeting
July 	15	June Fiscal Month Accounting Close (regular accounting close)
	31	Performance Measure actuals for quarter ending June 30, 2002 to be entered into PMTES by agencies
	31	Phase 1 CAFR Close
August 	5	First due date for agency 2003-05 operating budget submittals
	5	Agency Departmental Requests w/fiscal impact due to Governor's Executive Policy Office
	14	July Fiscal Month Accounting Close (regular accounting close)
September 	6	Agency Departmental Requests with fiscal impact due to Governor's Executive Policy Office
	6	2 nd due date for agency 2003-05 operating budget submittals
	2nd wk	(Tentative date) OFM Memo to agencies requesting 2003 Supplemental budget requests
	13	Phase 2 CAFR Close
	16	August Fiscal Month Accounting Close (regular accounting close)
	17	September General Fund-State Forecast
	20	Federal disclosure forms due to OFM Accounting
	25	State disclosure forms due to OFM Accounting
October 	1	Due date for legislative and judicial 2003-05 operating budget submittals
	4	Due date for agencies' 2003 Supplemental budget requests
	10	Phase 3 CAFR Close
	14	September Fiscal Month Accounting Close (regular accounting close)
	18	Agency Reporting on FY 2002 Savings Incentive Account expenditures
	31	Performance Measure actuals for quarter ending September 30, 2002 to be entered into PMTES by agencies
	Last wk	Agency Response on Quarterly Variance Report Due
October – November		OFM Review / Recommendations to the Governor on 2003 Supplemental Budget
November 	13	Caseload Forecast Council Meeting
	15	October Fiscal Month Accounting Close (regular accounting close)
	19	November General Fund-State Revenue Forecast
December 	By first wk	Final Budget Decisions on Governor's Budget Proposal
	13	November Fiscal Month Accounting Close (regular accounting close)
	By 20th	Governor's 2003-05 Budget to Legislature
	By 30th	Fiscal Note Procedures for 2003 Legislative Session to agencies